



ADVENTURE  
**KIDS**

# **FAMILY HANDBOOK**

2021/2022 Ministry Year

Dear Parents,

Our desire in AdventureKids is to support parents and families in the spiritual nurturing of their children. We seek to partner with you in teaching your children the wonderful truths from God's Word and to nurture and encourage kids toward becoming devoted followers of Jesus Christ. In this handbook you will find our vision for the Children's Ministry, screening process for volunteers, guidelines and procedures, and more.

I hope this resource proves to be helpful. Feel free to contact the church office (780-963-2082) or email [tricia@spaonline.com](mailto:tricia@spaonline.com) if you have any questions regarding your child's spiritual development or about AdventureKids Ministries.

Serving His kids,

Tricia Shane & Michelle English  
Interim AdventureKids Ministry Coordinators

# What is AdventureKids?

AdventureKids is our Sunday morning gathering for kids, from age 0 to grade 6. We want all children to know fullness of life, as they practice the way of Jesus together. Kids will discover God's love, come to know that they belong, and learn to follow Jesus in a way that is relevant and meaningful to their stage of development.

## **Nursery (ages 0-2)**

We welcome your infants and toddlers into a safe and loving environment. Carefully screened staff and volunteers will comfort, play with and provide care for your precious children. These little ones will begin to experience a deeply devoted community through the loving care of our Nursery leaders.

## **Explorer (2-3) & Discovery (4-5)**

Pre-schoolers are led through a dynamic morning with a fun structure which includes activities, games and crafts that encourage them to develop relationship with each other and with our carefully screened volunteers. Simple, short, age-appropriate learning segments will help children to discover basic truths about Jesus that begin to set a foundation for faith.

## **Grades 1-6**

Your elementary aged children are welcome here! Where they will find a safe, fun, loving environment to build relationships with God and one another. Opportunities for play help to foster relationships and build community. Large group times provide opportunity for teaching and worship. Small group times, allow for centre based learning, as children engage in activities, crafts and discussions about the teaching. Our goal is to create a space where kids learn to be with Jesus, become like Jesus and do what Jesus does.

# EXPECTATIONS OF US

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## QUALIFIED VOLUNTEERS

All volunteers working with children go through a screening and training process that includes: a thorough application form, reference checks, Criminal Record Checks (16+), and yearly training in safety practices and executing emergency plans.

## SECURITY PERSONNEL AT THE DOOR

There will be a security volunteer present during registration and monitoring the hallway during the service. They will also be trained in the lockdown protocol.

## NEVER ALONE

No ministry volunteer/staff is ever to be alone with a single child or alone with children in any sized group.

## OPEN DOOR

All rooms must have visible access inside the room through windows or half doors.

## RATIOS

In the interest of your child's safety and effective ministry, we adhere to the following ratios:

Age Group	Adults : Children
Nursery	2 : 6
Explorer & Discovery Room	2 : 10
Grades 1-6	2 : 20

## BATHROOM AND DIAPERING

It is always preferable for the parent to supervise the bathroom and diapering of their young child. **Please make a visit to the bathrooms before you register your child each morning.** In the event that your child needs to use the bathroom, we have the following procedures in place:

**Nursery:** Diaper changing is to be done only by a parent or the Nursery Leader within view of other ministry personnel, if the child has a signed Diapering Waiver.

**Explorer & Discovery Rooms:** If a child needs to go the bathroom they are encouraged to do so on their own. If the child requests assistance, they will first be encouraged to try on their own. If they are not able to be independent, they will be assisted as minimally as is necessary. When helping a screened volunteer will be within view of another volunteer with the door propped open at all times.

**Grades 1-6:** A child can go to the bathroom with a buddy so they are never alone.

# WHAT IF MY CHILD MISBEHAVES? HOW WILL YOU HANDLE IT?

Positive and constructive discipline is used in AdventureKids. The ability to teach a child the wise choice or right thing to do is discipline at work. We don't argue with kids, we don't get into the middle of their arguments, and we focus on what is the wise choice in each situation. In addition, we believe that forgiveness and grace must be a part of our strategy. It is always our desire to lead your child through a positive process where they know that they are loved by their leaders.

When a child is observed in a behaviour that is disrespectful or dangerous, we will lead your child through the following process:

**REWARD** | We will reward positive behaviour and recognize those who are doing what they are supposed to be doing regarding behaviour and attitude.

**REMIND** | We will remind children what behaviours are acceptable and the rules of the classroom

**REDIRECT** | We will redirect children to a different acceptable activity if they are causing problems

**REMOVE** | We will remove the distraction, remove the item that is causing the problem, remove privileges, or remove the child from the situation.

**RETURN** | If all the other methods of classroom management tools are not working, the child will be returned to his/her parents/guardians.

# EXPECTATIONS OF YOU

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## ILLNESS

We want your child to stay healthy and safe. One way that we protect your child's health is the following: A child who is ill and could therefore expose others to illness is not permitted to register in AdventureKids that morning.

Factors and symptoms include: Fever, coughing, sneezing, runny nose & eyes, vomiting or any known communicable disease.

Please keep your child at home if they are exhibiting any of these symptoms. We never want to turn children away from AdventureKids, and we depend on you to keep your sick child at home. Your child will be missed in their absence, and joyfully welcomed on their healthy return.

## ALLERGIES

We strive to be an allergy sensitive environment, however if your child cannot have the snack provided due to allergies, we ask that you provide your own nut free snack. Allergies will be marked on the child's name tag, so volunteers are aware.



## CRYING

We make every attempt to soothe a distraught child. However, once a child has been crying for no more than 10 minutes, or the time you have specified, you will be notified so you can attend to your child's needs. Your child matters to us and we want to keep AdventureKids a place where they love to belong!

## PAGING

It is essential that parents remain at SPAC during the time your children are in our care, so that we can contact you if needed. If you will be anywhere other than the sanctuary please let your child's room leader know upon check-in.

When checking your child into AdventureKids, you will receive a claim tag to take with you into the service.

If your presence is required, your child's alphanumeric code will appear on the big screen in the auditorium. Please make your way over to the AdventureKids area as quickly as possible. You will need to present your tag to the security personnel to be allowed access to the children's area.

## EVACUATION

In the case of an emergency that requires evacuation, AdventureKid servants are trained to follow a plan that will lead your children outside to the Muster point, which is on the south side of the parking lot. Please wait for your children outside and cooperate with our leaders as they strive to dismiss your child in an orderly and secure way, after they have ensured everyone has exited safely.

# CHECK-IN

The AdventureKids teams are available to receive your children starting at 9:45.

Please visit the self check-in kiosks to register your child(ren).

Type in your phone number, select the children to be checked-in, and print your labels (two claim tags and two name tags per child).

The First Impressions Team are there to help you and register any guests.

Please put one name tag on your child and the other one can be given to the Room Leader who will be at the door to welcome your child and take attendance. If someone else will be picking your child up at the end of the morning, please let the room leader know at this time.

# DISMISSAL

Dismissal time is the responsibility of the Room Leaders (Adventure**Time**) and Small Group Leaders (Adventure**Land**).

Children may only be released to a teen or adult presenting the claim tag, unless your child is in Grade 5 or 6 and has a signed Release Waiver. If you arrive without the claim tag, you will be asked to go find it. If you cannot find the tag, you will need to speak with the AdventureKids Coordinator so that they can authorize the pick up of your child. It is possible that you will be asked for photo identification at this time. In all cases please strive to pick up your child within 15 minutes after the end of the service.

\*If your child is in a situation where you believe that someone would have an interest in abducting them or taking them in an unauthorized manner, PLEASE inform the AdventureKids Coordinator.

## Want to visit?

Are you curious to see what actually goes on in AdventureKids? We'd love to have you spend a morning with us. If you would like to join your child in AdventureKids but have not completed our security screening and procedures, you will be asked to register your visit and wear a guest nametag. This is to clearly identify you as a guest so that you will not be asked to provide care to other children in the room.

## Any further questions or concerns?

Please feel free to contact us at our church office. Perhaps you have questions about the spiritual development of your child, or about the ministry to children here at Stony Plain Alliance Church. We welcome the opportunity to talk to you about your child or about AdventureKids. It would be our pleasure to pray with you and to provide resources to assist you as you parent your child.

